

ANITA YADAV

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OBJECTIVE:

Being experienced, looking for a professional working environment wherein I can secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills & can have a rewarding career.

PROFESSIONAL EXPERIENCE:

Patent Paralegal, Subramaniam & Associates, Delhi-NCR

Nov' 17 – Dec' 19

Patent Paralegal, Chadha & Chadha, Gurgaon

Jan' 20 – Present

Core Knowledge & Skill Areas:

- **Legal Requirements:** Preparing and filing documents pertaining to the legal requirements such as assignment deeds, Priority docs, transfer of rights, statement & undertaking with regard to the foreign applications, statement of working, etc...at the Patent Office
- **Pre-Grant Procedures:** Filing and prosecuting patent applications, preparing and filing responses to the examination reports and preparing and filing post hearing written submissions, preparing and filing the pre and post-grant formalities such as proof of right, certified copy of priority document, Form 3 etc...at the Patent Office
- Responding to the queries from Indian and Foreign clients
- Good understanding of deadline management, data handling, secretary skills, and customer service

QUALIFICATIONS:

COURSE	INSTITUTION	YEAR
Bachelor of Arts (BA Prog.)	UNIVERSITY OF DELHI	2015
CBSE – XII	J.V.S.D. GIRLS SR. SEC SCHOOL	2011
CBSE – X	J.V.S.D. GIRLS SR. SEC SCHOOL	2009

OTHER SKILLS:

- Proficient leadership, communication and interpersonal skills, team player, dedicated and diligent worker.